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ABSTRACT

The Alberta Department of Education administers a Building Quality Restoration Program (BQRP) that provides provincial government financial support to assist school boards in the following categories of school improvement: structural, mechanical, electrical, code requirements, upgrading of vocational and industrial educational equipment, school modernization, vandalism (deterrents), site improvement, and other approved projects. Program guidelines describe the procedures required for support under this program and list the building elements, within the various categories, that are eligible for support and those that are not eligible. The appendixes contain outlines to assist in submissions for school modernization, sectional modernization, and aesthetic upgrading programs. A time chart, a funding approval flow chart, and various application forms are also provided. (MLF)

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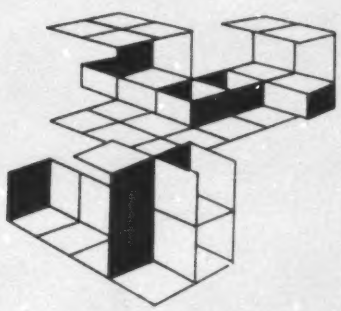
Building Quality Restoration Program

1979-1983

(Revised January 1982)



EA 016 148

Alberta

School Buildings Administration

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GOVERNMENT OF THE PROVINCE OF ALBERTA

DEPARTMENT OF EDUCATION

BUILDING QUALITY RESTORATION PROGRAM (B.Q.R.P.)

1982

PROGRAM STATEMENT

A. INTRODUCTION

The B.Q.R. Program includes the following categories which qualify for Provincial Government financial support:

1. Structural
2. Mechanical
3. Electrical
4. Code Requirements

   (Code Requirements are expanded in the extended Program, in consideration of the Alberta Occupational Health and Safety Regulations, and the Fire Prevention Regulations -- relative to heat and smoke detectors, annunciator panels, emergency lighting, emergency power sources and the control of asbestos exposure.)

5. Upgrading of Vocational and Industrial Education Equipment
6. School Modernization
7. Vandalism (Deterrents)
8. Site Improvement
9. Other Approved Ministerial Programs

Energy Conservation is incorporated into specific categories of the current Program.

B. DURATION OF PROGRAM

The extended B.Q.R. Program commenced on January 1st, 1979 and will terminate on December 31st, 1983. The program will be reviewed annually and deletions from or additions to the program may be made.

Code Requirements (Category 4) will be monitored on an annual basis and sections of this category may be terminated at the end of a given year.

The upgrading of Vocational Equipment (Category 5) deadlines will be extended to June 30, 1982 for placing equipment orders and to December 31, 1982, for submitting bills.

School Boards receiving recognition of need in one calendar year will again be given time to complete the projects in the following calendar year (see Time Charts in Appendices K and L).

C. OBJECTIVES

The Restoration Program is intended to assist School Boards in:

1. The replacement of selected major components which have failed. It is not intended to repair or replace components that have been damaged or rendered useless by acts of vandalism.

2. Replacing or adding to components which will result in Energy Conservation and subsequent cost savings. Discretion must be used when comparing replacement or improvement costs versus potential school life energy cost savings.

3. Offsetting the costs involved as a result of the implementation of Regulations relative to the Alberta Worker Health and Safety and Compensation and the General Safety Services Division of Alberta Labour

4. Modernizing schools or sections of schools to meet changed educational program requirements.

5. Modernizing the exterior of school buildings to improve the aesthetics.

6. Replacing and upgrading vocational equipment in order to meet changed educational program requirements.

7. Improving the quality of the school environment and prolonging the life of the facilities for educational use.

D. GUIDING PRINCIPLES

1. The School Board Minute relative to the application is to be quoted on the appropriate application form.

2. Each proposed project will be considered individually by the School Buildings Board. This Board will rule on whatever may be

accepted for support, designate maximum financial support prior to commencement of work. Department personnel will carry out initial, final and other necessary inspections and declare eligibility at actual cost up to designated maximums.

3. When external consultants are employed for B.Q.R.P. projects, the school board may include these costs in the project estimates. The School Buildings Board will consider providing support up to a specified maximum.

4. No project may include any item for which support is otherwise available under provisions of the School Buildings Regulation 1979 nor will items of normal maintenance be included. Maximum support prices for proposed projects will include the distance allowance as given in Appendix N.

5. Projects which have received consideration for components under similar programs will be pro-rated, based on the date they last received support. If recognition of need given in any calendar year of the program is not acted upon, reapplication may not be considered until the second subsequent year. For work not completed or claims not made by the deadline, as indicated in the Time Chart, (Appendices K & L) an application for an extension will be required. If an extension of time is not requested by December 31 the project will be cancelled by the School Buildings Board. (No extension will be granted beyond the times specified for vocational equipment)

6. The School Buildings Board may designate a priority project to take precedence over any other submission under this program.

7. The life expectancy of a school building may be extended for recognitions of need attained under the B.Q.R. Program after January 1, 1979.

E. PROCEDURE

1. The program guidelines describe the procedures to be followed to obtain support under this program. The categories are listed and school board applications should refer to them specifically. Submissions not completed in detail will be delayed pending clarification. To reduce processing time to a minimum, it would be appreciated if submissions from school jurisdictions were limited to no more than twice a year except for recognized emergency situations.

2. If a component failure i.e. (heating, water supply, or sewage disposal) creates an emergency situation, the school board shall phone the BQRP Coordinator and describe the problem. The Coordinator will prepare a report and submit it to the School

Buildings Board. The school board will submit the pertinent application forms and details, as soon as possible, for School Buildings Board review.

(It is noted that if the school board proceeds with repairs, in the meantime, this will be regarded as its own initial responsibility and does not automatically commit the School Buildings Board to financial support.)

3. Applications shall be submitted in metric units.

4. Consultation is available prior to a submission, and is recommended if difficulty arises with details of a specific category.

5. Application is to be made to the School Buildings Board only for projects which qualify specifically under this program.

6. A Building Quality Restoration Program application form and all related materials are to be submitted in duplicate for each school. The requirements indicated on the form must be fulfilled.

7. Inspections will be made prior to recognition by the School Buildings Board, and after submission of final cost details required for the B.Q.R.P. Statement (Form 1304-1315-A-31). No support will be given unless recognition precedes commencement of work, and the work is carried out as recognized.

8. For Categories 1, 2, 3, 4, 7, 8, and 9, please forward all applications to: Mr. F. Berlin, Program Co-ordinator.

Devonian Building,
5th Floor, West Tower
11160 - Jasper Avenue
Edmonton, Alberta
T5K 0L2

For Category 5 (Vocational Equipment), please forward all applications to Dr. J. Harder, Associate Director of Curriculum (Industrial Education).

Devonian Building
3rd Floor, West Tower
11160 - Jasper Avenue
Edmonton, Alberta
T5K 0L2

For Category 6 (Modernization), please forward all applications to Mr. H. Le, Manager, Engineering Services.

Devonian Building
5th Floor, West Tower
11160 - Jasper Avenue
Edmonton, Alberta
T5K 0L2

F. FINANCING

1. Approvals

School systems with less than 15,000 pupils are required to adhere to School Buildings Tendering Regulation (AR 333/77) for any one BQRP project item receiving more than $50,000 government support. (NOTE: A project could have several items in one school which total over $50,000. This section refers to one item only)

- Obtain School Buildings Board approval for a project under B.Q.R.P. (Section 94 of The School Act).
- Arrange financing for the project(s).
- Submit to the School Buildings Branch the original tender or other scheme of construction for processing for Ministerial approval when the government support for a project item exceeds $50,000.00.
- For a project item(s) where government support is less than $50,000.00, the board shall submit a letter to the School Buildings Branch indicating the scheme of construction.
- Submission of a signed contract between the contractor and the school board or the board's letter to the School Buildings Board indicating that the work has commenced on the project will initiate the funding process.

2. Payments of Outright Grant ($50,000.00)

The procedures for the payment of advances will be as follows:

- One advance payment will be made per quarter on application form A0304 B.Q.R.P. A-81 (see Appendix J) from the Secretary-Treasurer of the school jurisdiction. A quarter shall be the quarter of the Provincial Government fiscal year, as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

(The first advances on projects approved for the 1982 program year will be made beginning April 1, 1982 on application from the Secretary-Treasurer as per Appendix J)

- The advance will be based on projects which have been given recognition of need by the School Buildings Board and have been certified by the Secretary-Treasurer as having commenced.

- The advance will be equal to 50% of the estimated supported amount given in the recognition of need by the School Buildings Board, to a maximum of $50,000.00.

- Advances will be made on both the building and equipment portions of B.Q.R.P.

- Advances will commence with 1982 project recognitions contingent on available funds from the 1982/83 estimates and the S.F.P.F. regulations in effect at the time.

- Claim submissions will be applied against outstanding advances. When sufficient claims have been submitted and processed to cover the advances paid then additional outright grant payments will be made, if the $50,000.00 maximum has not been reached.

- Final claim form submissions indicating final costs should be sent to the Finance, Statistics and Legislation Branch.

Alberta Education
Devonian Building
7th Floor, West Tower
11160 - Jasper Avenue
Edmonton, Alberta
T5K 0L2

3. Financing Remaining Costs

- Financing will be by direct grants for approved project costs to a maximum of $50,000 relative to all projects approved for that calendar year. The balance of the supported costs may be financed by short term loans where the balance is less than $100,000. A balance of the supported costs of $100,000 or greater in a program year must be financed by debenture borrowing.

- The unsupported costs may continue to be financed by short-term loans, debentures or current operating fund.

4. Debenture Funding Procedures

The following procedures are to be followed by school boards when applying for debenture funds:

- The initial debenture will represent 50% of the estimated costs of approved individual project items in a school(s) for which notification has been received that work has commenced.

- The board should indicate project items and estimated costs in applying for the debenture.

- Further debenture advances will be processed up to 75% of the estimated costs of approved individual project items in a school(s) for which notification has been received that 75% of the work has been completed. The debenture is subject to the adjustment for the outright grant amount.

- The final debenture issue, adjusted by the outright grant amount, will be based on the final claim (Form #1304-1315-A81) submissions to the Finance, Statistics & Legislation Branch and its determination of support based on these submissions.

- Financing should be arranged well in advance with the Field Services Branch in order to avoid difficulties.

- Upon completion of the total project (excluding vocational equipment upgrading) indicate final costs on the second copy of the recognition of need letter for each item recognized and return to F. Berlin, Program Coordinator, for processing.

- Vocational equipment funding should be carried out as per procedures on the vocational equipment order form.

G. CLERK OF THE WORKS

1. A Clerk of the Works may be engaged for either a single or group of Building Quality Restoration Program projects under any category, providing they were all approved for any one program year, and the total Provincial Government supported cost (before application of the formula) is estimated to reach or exceed a minimum of one-half million dollars.

2. A Clerk of the Works may be engaged for a single or group of Building Quality Restoration Program projects and a single or group of projects approved under the School Buildings Regulation (new construction or renovations) providing they were all approved for any one program year, and the total supported cost

is estimated to reach or exceed a minimum of one-half million dollars. (Prior to pro-ration)

3. Support shall be limited to one Clerk of the Works for every three million dollars or less of combined total supported projects. (It must be noted however, that any single new construction project exceeding three million dollars, contract cost, is entitled to only one Clerk of the Works).

4. Financial support shall not exceed the lesser of $24,000.00 or the actual cost of employing a Clerk of the Works. (This guideline may be adjusted as per School Buildings Regulation).

5. When a submission is made to the School Buildings Board, the following information should be provided:

   a. The name of the proposed Clerk of the Works,

   b. Qualification details (Journeyman certificate, etc.),

   c. References, letters should be enclosed,

   d. List the specific project(s) involved, including minute number and total supported costs (prior to pro-ration),

   e. Estimated term of employment,

   f. Proposed salary details

   and any other information you feel may be relevant.

6. The approval process for a "Clerk of the Works" for the B.Q.R.P. will be the same as for regular projects. The letter of recognition will specify the support maximum and the period of employment. Upon completion of all projects supervised by the Clerk of the Works the board will submit the final costs on the second copy of the Recognition of Need letter, indicating wages paid, and return for processing.

H. CATEGORIES OF PROJECTS

1. STRUCTURAL

a. Roof

Replacement of entire, or major part of a roof membrane and damaged insulation because of failure (patching or repairs are not supported). A consultant's report on the condition of the existing roof must be included with the submission. Existing membrane and gravel must be removed to the insulation or deck in order to receive support. Supported items include:

- Roof sections of 140 m^2 (15 squares) or more
- Complete portable classroom roofs
- Removal of skylights in conjunction with new roofing
- Control joints
- Additional roof drains if required to prolong the life of the building
- Tying roof drains to storm sewers
- Additional roof insulation up to R-12* (in conjunction with roof replacement)
- Additional roof insulation over R-12* (in conjunction with roof replacement and accompanied by an Engineer's report on Roof Load). Additional weight factors on supporting structures should be studied and should conform to the Alberta Building Code
- Double pour and gravel (in conjunction with roof replacement)
- Replacement of deteriorated decking (in conjunction with roof replacement)
- Redesign of perimeter flashing

Not Supported are:

- Roof maintenance
- Resaturation
- Cap sheet
- Repairs to flashing
- Repairs to skylights
- Repairs to roof drains

Age Factor-
- 20 years or more at 80% of approved support
- Under 20 years, by pro-ration on 20 years, at 80% of approved support.

Consultant's Report to Include:

(i) Description of roof system (to be determined by cut test)

- Age of existing roof section(s)
- Total roof area
- Affected roof area(s)
- Surface membrane
- Insulation
- Vapour barrier
- Roof deck

(ii) Existing conditions

(iii) Recommendations

* R value measured from the underside of the decking.

b. Windows and Glass Block

Replacement of:

- Deteriorated sash and/or frames. Must be major portion of area involved

- Sealed units (not broken) that have failed may be supported for replacement with sealed units, if more than 60% of the section is involved

Blocking out of windows and/or glass block (including the installation of new vent sash) due to excessive heat loss or solar heat build up or failure of glass block or windows

Not Supported are:

- Window maintenance
- Individual window units
- Window hardware
- Broken glass
- Damage due to vandalism
- Sun screening
- Solar film

Age Factor - 20 years or more at 80% of approved support
- Under 20 years, by pro-ration on 20 years, at 80% of approved support

c. Floor Covering

Replacement of:

- Existing floor covering due to failure
- Battleship lino (regardless of condition)
- Hardwood floors in classrooms to a more suitable floor covering
- Tile and lino in library (regardless of condition)
- Gymnasium flooring to acceptable standards

Installation of:

(i) Carpet
- in approved library areas
- open teaching areas over 185 m^2
- administration areas
- band rooms and music rooms

Age Factor - 10 years or more at 80% of approved support
- under 10 years, by pro-ration on 10 years, at 80% of approved support

(ii) Floor Coverings in Other Areas (including gym floors)

Age Factor - 20 years or more at 80% of approved support
- under 20 years, by pro-ration on 20 years, at 80% of approved support

(iii) Carpet in any area other than as specified in Item (i), support will 2/3 of Item (ii)

Not Supported are: - Refinishing of hardwood floors

d. Major Structural Components

Replacements because of failure:

- foundations
- structural members
- sub-floors and joists
- areas vital to the structural stability of the building
- weeping tile including waterproofing

Age Factor - 25 years or more at 80% of approved support
- Under 25 years, by pro-ration on 25 years, at 80% of approved support

e. General Interior Upgrading

(i) Total plant or sections of buildings and/or washrooms, shower rooms, corridors and gyms. In total or as separate items:

- Upgrading of ceilings to acceptable standards
- Upgrading of walls to acceptable standards
- Lowering of ceilings (of 3.35 m or over)
- Replacement of doors and millwork
- Replacement of chalkboards and tackboards
- Replacement of built in cabinets (only in conjunction with general upgrading)
- Acoustical treatment for specified needs
- Installation or replacement of lockers
- Hardware (only in conjunction with recognized door replacement)
- Fibreglass shower stalls
- Providing storage closets in classrooms
- Shower & toilet partitition

Not Supported are:

- Painting
- Individual doors (except under code)
- Replacement of metal shower cabinets with metal shower cabinets

- Enlarging of any area (this is considered under School Building Regulations)
- Repairs to lockers
- Lockers in shower and dressing rooms
- Boot racks

Age Factor - 20 years or more at 80% of approved support
- Under 20 years, by pro-ration on 20 years, at 80% of approved support

f. General Exterior Upgrading

(i) Replacement because of failure and would include:

- Exterior doors and frames
- Exterior hardware (only in conjunction with recognized door replacement)
- Soffits and fascia
- Exterior finish
- Chimneys
- Steps, landings and sidewalks
- Replacement of canopies
- Eavestroughs, downspouts and splashpads

Not Supported are:

- Relining chimney
- Fencing and playground equipment
- Stucco repairs
- Painting

Age Factor - 15 years or more at 80% of approved support
- Under 15 years, by pro-ration on 15 years, at 80% of approved support

g. Energy Conservation Factors (Items that qualify under other specific categories will not be considered under this category)

- Insulation in attics
- Additional insulation inside or outside of exterior walls *
- Insulation of hot water or steam piping and hot air ducts
- Addition of a second set of doors to form a vestibule
- Addition of water savers on toilets, sinks, and urinals and showers
- Installation of day/night setback thermostats
- Additional thermostats and control valves for hot water distribution systems
- Installation of electric or mechanical timer controls

* A design report from an engineering consultant indicating expected payback period is required.

- Installation of low leakage fresh air dampers
- Installation of automatic controls to optimize operation of fans, pumps, heating systems, and lighting
- Individual room light switching and separate control of lighting by windows
- Installation of outdoor temperature sensors
- Installation of power factor correcting capacitors
- Installation of time and temperature controls for parking receptacles
- Installation of circulation fans in high ceiling areas
- Caulking program
- Installation of a heat recovery system, either air or liquid type to remove heat from exhaust air and transfer this heat to incoming fresh air.*

Not Supported are:

- Roof insulation (see Category 1a)
- Weather stripping
- 3 phase power (see Category 3)
- Solar film
- Microprocessors **

Age Factor - 5 years or more at 80% of approved support
- Under 5 years, by pro-ration on 5 years, at 80% of approved support

2. MECHANICAL

a. Plumbing

(i) Replacement in whole or major part of system because of failure and will include:

- Basins and trim
- Toilets
- Urinals
- Drinking fountains
- Hot water heaters (commercial units)
- Water storage tank over 900 litres

Not Supported

- Hand dryers
- Dispensers
- Hot water heaters (residential)
- Domestic fans

* Design report from an engineering consultant required, indicating expected pay-back period.

** Re-consideration may be given to this item in the future following the results of the Alberta Energy Study.

Age Factor - 20 years or more at 80% of approved support
- Under 20 years, by pro-ration on 20 years, at 80% of approved support

b. On Site Services

(i) Replacement in whole, or major part of system, because of failure and will include: (within school property only)
- water and sewer lines
- Replacement of natural gas lines due to certified failure

Age Factor - 20 years or more at 80% of approved support
- Under 20 years, by pro-ration on 20 years, at 80% of approved support

c. Water Supply and/or Sewage Disposal Systems (If failed or documented for replacement by an authorized agency of government)

- Drilling of new wells
- Providing of new dugouts for water reservoir
- Replacement or enlargement of sewage lagoons, relative to school capacity
- New Nodak sewage piles
- New sewage disposal fields
- New septic tanks if required
- Cisterns

Not Supported are:

- Repairs to septic tanks
- Replacement or repairs to sewage or water pumps except in conjunction with complete new system
- Maintenance on any of the above system

- 80% of approved support

d. Heating Systems (If failed or considered inadequate)

(i) (a) Forced Air Systems (Furnace failure must be documented by a recognized authority, preferably the Gas Protection Branch)

Eligible for Support:

- Heating systems (complete)
- Furnaces
- Enlargement of system, if required

- Replacement of oil fired units to natural gas
- Replacement of obsolete conversions
- Replacement of hot air central heating to individual classroom heating
- Replacement of hot air central heating to roof top heating units
- Modifications to existing systems
- Ducting
- Zoning
- Complete flue if existing has failed

Not Supported are:

- Individual control valves or thermostats as separate items
- All fittings as separate items
- Maintenance
- Flue repairs

Age Factor - 20 years or more at 80% of approved support
- Under 20 years, by pro-ration on 20 years, at 80% of approved support

(b) Heat Exchangers (Because of certified failu[illegible])

Age Factor - 10 years or more at 80% of approved support
- Under 10 years, by pro-ration on 10 years, at 80% of approved support

(ii) Steam, Hot Water

Boiler replacement because of failure or obsolescence

Eligible for Support:

- Boiler replacement
- Distribution lines
- Zoning, if necessary
- Major repairs which may include:
  - Complete retubing
  - Replacement of cast iron sections
  - Cutting off water legs
  - Replacement of stay bolts
- Enlargement of system (mechanical consultant's report required)

Boiler failure and major repairs must be documented by the Boilers Branch, Alberta Labour

Not Supported are:

- Fire brick relining
- Boiler water treatment apparatus
- Circulating pumps
- Expansion tanks and flash tanks
- Existing controls on the boiler and repairs to same
- New burners (except as in Category No. 2e Conversions)
- Maintenance or replacement of existing valves

Age Factor - 25 years or more at 80% of approved support
- Under 25 years, by pro-ration on 25 years, at 80% of approved support

(iii) Redesign of inadequate heating systems if considered economically feasible (mechanical consultant's report required)

- Steam to hot water
- Hot air to hot water

Age Factor - 35 years or more at 80% of approved support
- Under 35 years, by pro-ration on 35 years, at 80% of approved support

(iv) Air Circulation Systems (to conform to Alberta Buildings Standards)

Supported are:

- Student washrooms
- Student change and locker rooms
- Staff washrooms
- Gyms
- Classrooms
- Complete sections of building, (must include the introduction of an outside fresh air supply)
- Upgrading of existing ventilating system to meet minimum standards (all others to be treated under Category 4)

Not Supported are:

- Air conditioning
- Installation of domestic fans

Age Factor - 20 years or more at 80% of approved support
- Under 20 years, by pro-ration on 20 years, at 80% of approved support

e. Conversions

Conversions of existing heating systems to natural gas, existing private water supply and/or sewage systems or private electrical systems to readily available public systems are included and will include valid on-site costs only. Not included are meters or costs of joining the utility system, such as co-operative membership.

- 80% of approved support

3. ELECTRICAL

- Replacement of one incandescent fixture for one fluorescent fixture in non-instructional areas

- Replacement of obsolete fluorescent fixtures, (starter-type, un-protected ballast, instant start, old egg crate fixtures with discoloured lens older than 15 years as follows:

  - Up to one 1200 mm fluorescent tube per 2 m^2 in classrooms and instructional areas

  - Up to one 1200 mm fluorescent tube per 4 m^2 in gyms

- Increase fluorescent fixtures as follows:

  - Up to one 1200 mm fluorescent tube per 2 m^2 in classrooms and instructional areas

  - Up to one 1200 mm fluorescent tube per 4 m^2 in gyms *

  (Replacement of obsolete fixtures should be considered at this time)

- Additional outlets (interior only)
- Increase main service (consultant's report required)
- New distribution panels, if required
- New wiring
- Transformers (unless utility owned)
- 3 phase for required areas

Not Supported are:

- Drama lighting
- Inter-com systems
- Car plug-ins
- Exterior flood lighting (to be treated under Category 7)

* This support may be used towards the installation of other energy efficient lighting.

Age Factor - 20 years or more at 80% of approved support
- Under 20 years, by pro-ration on 20 years, at 80% of approved support

4. CODE REQUIREMENTS (Subject to Annual Review)

All applications under this category must be accompanied by an approved plan to overcome the deficiency of the code requirement and must be signed by the Alberta Government authority governing that particular section, before consideration for support will be given by the School Buildings Board. (Items that qualify under other specific categories will not be considered under this category).

Age Factor - Two years or more at 80% of approved support

Procedure to be followed when applying for support under this category:

- Inspectors of respective agencies will issue a report to a school jurisdiction regarding breaches of code requirements.

- The school jurisdiction should appeal directly to the specific Provincial Department if it feels that the requirements in the report are unreasonable.

- The school jurisdiction will consider the inspection report(s), and present a plan for correction of the breach of code requirements to the specific Provincial Department for approval.

- The school jurisdiction will submit an inspector's report(s), a plan of action for the correction of the deficiency (approved by the specific Provincial Department), a cost estimate and a completed application Form D (see appendix "H" and "I") to the School Buildings Board for its consideration. No applications under Fire Prevention Branch category will be processed during the months of June, July and August.

- After approval, the school jurisdiction will perform the work, and submit final costs to F. Berlin, Program Co-ordinator who will initiate a final inspection by a School Buildings Branch Construction Inspector.

- In accordance with normal procedure, a statement of cost form will then be submitted to the school jurisdiction, for completion, and in turn sent to the Finance and Legislation Branch for a claim of funding.

Code Requirements Considered

a. Fire Prevention Branch

Supported items:

(i) Service rooms, storage rooms and closets, janitor's closets, etc.

- Fire rate or replace walls and ceilings
- Fire rate or replace doors and frames
- Installation of automatic self-closing devices on doors

(ii) Means of egress:

- Enclose and/or fire rate vertical exit stair shafts, including doors and automatic self-closers
- Installation of approved illuminated exit signs (directional where necessary)
- Classroom to corridor fire rated separations
- Emergency lighting for all means of egress
- Reduction of flame spread ratings in means of egress
- Fire rated separations between floors
- Required panic hardware on exit doors, where no panic hardware exists

(iii) Fire Alarm and Automatic Fire Detection Systems:

- Installation or upgrading of fire alarm systems (Break glass stations, bells, etc.)
- Verification of fire alarm system (copy of certificate required)
- Annunciator panel for fire alarm systems
- Emergency power supply for fire alarm systems
- Smoke detectors - heat detectors
- Magnetic hold-open devices (although magnetic hold-open devices are not a code requirement they will be considered as an alternate.)

(iv) Fire Protection:

- Installation of automatic fire extinguishing systems
- Installation of standpipe and hose systems

The following will not be supported:

- Fire detectors in libraries
- Gas leak detectors

- Emergency-powered exit lights (in locations where existing exit lights are acceptable)
- Replacement of existing hardware
- Drywall for underside of stage
- Fire extinguishers
- Recharging fire extinguishers
- Fire hose and nozzles
- Flammable liquid containers
- Minor items of maintenance and repair
- Fireproofing drapes
- Exterior storage sheds
- Expendable items and equipment
- Fire lanes

NOTE: Submit plans for correction to the Provincial Fire Prevention Branch.

b. Boilers Branch

- Installation of required safety devices. Prior approval of plans not required by the Boilers Branch; however, the Boilers Branch instructions to owners (Form 1709-16) must accompany the application

c. Gas Protection Branch

- Modifications of existing installations to meet current safety requirements

d. Electrical Protection Branch

- Modifications of existing installations to meet current safety requirements

e. Plumbing Inspection Branch

- Modifications of existing installations to meet current safety requirements

f. Occupational Health and Safety

(i) Local Exhaust Systems for Specific Areas

- Carpentry
- Automotives
- Welding
- Plastics
- Duplicating room
- Pottery and ceramics
- Fine Arts laboratories
- Science laboratories

(ii) Ventilation (General Areas)

- Industrial Arts shop
- Music rooms
- Photographic darkrooms
- Duplicating rooms
- Beauty Culture rooms
- Fine Arts laboratories
- Science laboratories
- Preparation rooms for science rooms

(iii) Acoustical Treatment

- Music rooms

The following items will not be supported:

- Personal protective equipment (e.g. goggles, face shields)
- Repair and maintenance of dust collectors, appliances and small equipment
- Minor breaches

g. Alberta Building Standards

(i) Control of Asbestos:

If asbestos material is identified and exposure is likely to occur, corrective action should be taken. The presence of asbestos-containing material should be reported to R. N. Massiah, Head, Field Services, Building Standards Branch, 707, 10808 - 99 Avenue, Edmonton (427-8265). An inspector from the Building Standards Branch will visit the school and make a written recommendation on which course of corrective action should be taken. Application with plan of correction and cost estimates should be submitted to School Buildings Branch if financial support is anticipated.

(ii) Building Standards for the Handicapped

Modifications of existing installations to meet current building standards which will make the school building safer and more accessible for the handicapped.

5. VOCATIONAL EQUIPMENT UPGRADING

The effective date of this category has been extended to June 30, 1982 and will provide funding for the replacement and upgrading of existing obsolete vocational, industrial education and home economics equipment.

The reason for the extension is that not all districts will have used up the funds they are eligible for because of delays and/or change orders. These districts will have a chance to use up their allotment by submitting one more order by June 30, 1982. Alberta Education will send out the order forms in January.

Note: All catch-up orders must be in by June 30, 1982 so that all claims can be submitted to the Department by December 31, 1982.

Procedures (Review)

1. Alberta Education will compile a list of qualifying shops and laboratories in Vocational Education, Home Economics and Industrial Arts and will provide a maximum cost figure that each school board can qualify for, by school.

2. A master equipment list will be distributed to school boards with eligible shops/labs.

3. For each year of the program one equipment list per school should be sent to the Curriculum Branch, Alberta Education for review. This list must be prepared on the forms provided by Alberta Education and include the full description of each item.

4. Following the Curriculum Branch review, the list will be forwarded to the School Buildings Board for approval. Upon approval, the School Buildings Board will notify the school board.

5. Procedures for financing will be as explained on the back of the claim form for B.Q.R.P. (Updating Vocational Equipment).

6. A School Board shall obtain tenders on equipment to be purchased from the Alberta Education Master Equipment list if it intends to receive provincial government financial assistance.

NOTE:

a. Equipment ordered must be from that approved list.

b. Equipment list sent in for approval must be set up by individual schools and by type of lab/shop.

c. Items considered for support at 50% must be at approved or actual cost, whichever is the lesser.

d. Invoices for equipment claims may be requested by the Department before the claim is processed.

e. All claims are subject to post audit by Department of Education personnel.

f. The maximum support figure per school will be based on depreciation of equipment pro-rated over 15 years.

6. MODERNIZATION

This component provides support for upgrading school facilities to meet modern standards for accommodating core subject areas, fine arts, industrial arts, home economics, industrial education, vocational education, business education, special education, libraries and other approved community education programs.

School Boards will be required to submit proposals for Modernization Projects. These proposals will be ranked by the School Buildings Board, after reviewing all submissions received. Proposals under each year of the program will have to be submitted prior to the deadline as set out in Appendix L.

a. Modernization for School Programs

Proposals for Modernization for School Programs shall be in accordance with guidelines outlined in Appendices A and B. To qualify for Modernization for School Programs a school must have:

- a remaining useful life, after completion of the proposed project, equivalent to 20 percent of its original life expectancy
- been in use for a least 20 percent of its expected life

Remaining useful life after Modernization shall be determined by the School Buildings Board and shall be based on the School Board's proposal and a report containing recommendation of an engineer or architect.

Ranking of projects for Modernization for School Programs shall be on the basis of the following:

Priority 1: Areas (core subject areas, industrial arts, gyms, home economics, fine arts, industrial education, business education, vocational education and libraries) that are constraining educational programming in terms of the number and grade of students enrolled and have 80 percent or less of their life remaining. These projects may be further ranked by age with the oldest receiving the highest priority. Because these projects will be relatively small areas and cannot be extended, "A" shall be set at 1.0

Priority 2: Building sections with 20 percent, or less, of their life remaining

Priority 3: Total buildings with 20 percent, or less, of their life remaining

Priority 4: Sections of buildings with more than 20 per cent but less than 50 percent of their life remaining

Priority 5: Total buildings with more than 20 percent but less than 50 percent of their life remaining

Priority 6: Total buildings or sections with more than 50 percent but less than 80 percent of their life remaining

Qualifying proposals will be processed and considered by the School Buildings Board.

For approved projects, professional consultants' fees and a contingency allowance may be considered by the School Buildings Board.

Funding of Modernization for School Program projects will be by the following formula:

$$P = (1 - 0.15\,E) \times A \times \text{Support limit}$$

P is the provincial support

(1 - 0.15 E) provides an equity factor ranging from 85 percent for jurisdictions with the highest assessments per resident pupil to 97 percent for jurisdictions with the lowest assessments per resident pupil. Details are outlined in the School Buildings Regulation 1979, New Construction and Funding Policy.

"A" is a factor that takes into consideration building age and life expectancy. "A" shall be established by the School Buildings Board in accordance with the following formula:

$$A = .73 + .33 \left(\frac{\text{remaining life}}{\text{life expectancy}}\right)$$

Remaining life is the estimated number of years of useful life in the facility after Modernization. The life expectancy is determined by the type of construction (frame construction - 35 years, masonry construction - 50 years, portables - 20 years).

The support limit shall be limited to the lesser of:

(i) One half of the current support for new construction or a maximum level established by the School Buildings Board, and

(ii) The actual cost of the modernization project.

For approved community education programs, the support limit will be established by the School Buildings Board and shall not exceed $100,000.

b. Modernization for Aesthetics

Ranking of proposals for Modernization for Aesthetics will be on the basis of age with buildings constructed before 1960 receiving highest priority and shall be in accordance with guidelines outlined in Appendix C.

Projects to improve the aesthetics of school exteriors may include:

- repairs, and/or replacement of exterior woodwork (e.g., soffits, fascia, trim, doors and frames)
- pargeting, pointing and sandblasting
- replacement of major sections of exterior finish
- rebuilding of exposed masonry chimney sections
- exterior stairs, landings and canopies
- eavestroughing, downspouts and splash pads
- other aspects of the building exterior which will have the effect of making it more aesthetically acceptable to the community
- sidewalks on premises

Provincial funding shall be limited to 80 percent of approved costs

7. VANDALISM (Deterrents)

- Exterior flood lighting
- Window guards (screening unobserved portions of building)
- Enclosure of exposed piping (interior/exterior)
- Enclosure of accessible roof areas
- Surveillance systems
- Exterior door hardware

- Provisions for doors, grilles, hardware, etc. to provide limited access to instructional areas of school(s) during community use

Age Factor - 80% of approved support up to a maximum of $2,500.00 per building, minimum capacity of 100 student places

8. SITE IMPROVEMENT (On a priority basis, and a development plan is required)

Priority 1: Positive drainage, building up grade elevations, 15.24m around building

Priority 2: Tie in rain water leaders and surface water to storm sewers

Priority 3: Sidewalks. (Where none exist)

Priority 4: Re-design of entryways and windows to suit site elevations

Priority 5: Planting of trees, shrubs, sodding and seeding

Priority 6: Paved playground areas

The installation of fencing will be considered under this category where health and safety are factors.

Age Factor - Five years or more at 80% of approved support, up to a maximum of $10,000.00 per site.

Maximum support to be increased up to $1,000.00 for each student employed for the project, up to a maximum of four students.*

Not supported are:

- Sprinkler systems
- Paved or gravelled parking areas
- Playground equipment

9. OTHER APPROVED MINISTERIAL PROGRAMS

This category is included to accommodate specific projects or programs that may be added during the year.

*The Government Summer Temporary Employment Program (STEP) School Board element may serve as a guide for submitting proposals.

APPENDIX "A"

SCHOOL MODERNIZATION PROGRAM PLAN

Modernization - Educational Program

As we all know, school buildings represent a tremendous investment, and with today's costs, we simply cannot afford to build and abandon in order to cater to shifting and often shrinking population trends. Many of our older schools which leave much to be desired in the light of today's educational standards and/or requirements are basically sound in structure.

Therefore, it only stands to reason that serious consideration be given to current, and future, educational needs as they might be fulfilled by an in-depth Modernization scheme with emphasis on sound future requirement forecasting. This is especially important in the light of replacement costs and the general public's proven reluctance to close out school buildings, even if they may be decidedly underutilized.

The major purpose of the "Statement of Program Development" to be submitted is to provide direction for future educational programs. This statement, or submission, should define the existing situation, and should be in keeping with what is required or is desired. Comparisons identify areas of concern, which can then be translated into priorities.

The following outline will assist in the Modernization program development submissions:

SCHOOL MODERNIZATION PROGRAM PLAN OUTLINE

1. Needs

   (i) Education Needs
   (ii) Community Needs
   (iii) Other Needs

2. Evaluation of Demographic Information

   (i) Population Trends - Present enrolments and enrolment projections for next five years
   (ii) Social Factors
   (iii) Community Characteristics

3. Inventory of Existing Facilities

   (i) Adequacy to accommodate approved school progams
   (ii) Maintenance costs
   (iii) Size
   (iv) Safety

(v) Energy Consumption
(vi) Good Features
(vii) Poor Features

4. Assessment of Facilities Selected

(i) Educational Program support
(ii) Structural soundness
(iii) Condition of mechanical and electrical systems
(iv) Adaptability of the building
(v) Adequacy of space
(vi) Aesthetics
(vii) Operational and maintenance efficiency
(viii) Compliance with Alberta Building Standards requirements
(ix) Architectural implications
(x) Location
(xi) Site characteristics
(xii) Economics

5. Implementation

(i) Funding sources
(ii) Selection of consultants
(iii) Disposition of students
(iv) Joint occupancy

6. Submission of Plans and Specifications and Cost Estimates

Utilize Application Form "A" for submitting cost estimates. (Appendix D)

NOTE: Reports of assessment of facilities prepared by consultants as per Item 4 above to be included in the submission.

APPENDIX "B"

SECTIONAL MODERNIZATION PROGRAM PLAN

This category will encompass sections of buildings and will require much the same criteria as those contained in Appendix "A" except that each particular area such as Industrial Arts, Library, Special Education, Science Rooms, etc. will be Modernized on an individual basis.

If a major Sectional Modernization project includes renovations and changes of function for one or more classrooms, these renovations may be funded under the Modernization category of the B.Q.R.P.

The above provision does not apply to classrooms which have been renovated recently.

The following suggested outline will assist in the Sectional Modernization program development submissions.

SECTIONAL MODERNIZATION PROGRAM PLAN OUTLINE

1. Needs

   (i) Educational Needs
   (ii) Community Needs
   (iii) Other Needs

2. Evaluation of Demographic Information

   (i) Population Trends - Past, present and future enrolments
   (ii) Community Requirements

3. Inventory of Existing Facilities

   (i) Availability of related areas in other schools to house the same programs
   (ii) Utilization of these areas in other schools
   (iii) Location and distance of these other schools that house similar programs
   (iv) Student numbers bused to these other schools and this school, if applicable

4. Assessment of Section or Area

   (i) Program support
   (ii) Structural soundness
   (iii) Adequacy and condition of mechanical and electrical components
   (iv) Adaptability to proposed Modernization

APPENDIX "C"

AESTHETIC UPGRADING

In the 1940's and 1950's the design of many schools (particularly schools of frame construction) did not give much consideration to aesthetic aspects. Over the years the exteriors of these schools have deteriorated and have often been neglected in terms of maintenance. Although these buildings are structurally sound and functional, they do not appeal to the public at large when compared with other public facilities in the community. Some school facilities obviously require considerable attention in order to present a more pleasant and serviceable facade, while others, although indicating no failure in finishes, may still lack a pleasing appearance, at least by current local standards. Again, attention must be determined by priority, particularly when considerable upgrading or updating of educational requirements is also involved.

The following outline will assist in the aesthetic upgrading submissions.

1. GENERAL INFORMATION

   (i) Name of School
   (ii) Ages of Sections of Building (Floor Plan)
   (iii) Capacity of School
   (iv) Grades Housed
   (v) Enrolments - past and future (5 years)
   (vi) Life Expectancy - Physical
   - School Board Plan

2. ANALYSIS OF EXISTING FACILITY

   (i) Meeting of Educational Needs
   (ii) Envelope
   (iii) Structural
   (iv) Mechanical
   (v) Electrical

3. IMPROVEMENTS IN THE PAST

   (i) SLEP (date, description and cost)
   (ii) BQRP (date, description and cost)
   (iii) Renovations (date, description and cost)
   (iv) Local programs (date, description and cost)

4. PROPOSED MODERNIZATION

   Provide this information on Application Form "B" (Appendix E).

(v) Adequacy of space
(vi) Aesthetics
(vii) Operational and maintenance efficiency
(viii) Compliance with Alberta Building Standards Requirements
(ix) Architectural implications
(x) Economics

5. Implementation

(i) Funding sources
(ii) Selection of consultants
(iii) Disposition of students
(iv) Joint occupancy

6. Plans, Specifications and Cost Estimates

Utilize Application Form "B" for submitting cost estimates (Appendix E).

NOTE: Reports of assessment of facilities prepared by consultants as per item 4 above should be included in the submission. For further information, refer to Appendix L.

APPENDIX "D"
SCHOOL MODERNIZATION (6(A))

Cost Estimate Format

APPLICATION FORM "A"
SUBMIT APPLICATION FORMS AND
ALL RELATED MATERIAL IN DUPLICATE

Date _____ 19 ____

School Name _____ Location _____

It is required that cost estimates be done for each room or area as is outlined below:

Room or Area _____ Size of Area _____ m^2 Age of Section _____ Type of Construction _____

			Cost Estimate	For Dept. Use
(a)	Architectural			
	1. Demolition (describe)		$	$
	2. Upgrading (description and quantities)			
	(a) floors		$	
	(b) walls		$	
	(c) ceilings		$	
	(d) doors, windows, trim		$	
	(e) millwork (complete)		$	
	(f) redecorating		$	
	(g) acoustics		$	
		Subtotal	$ _____	$ _____
(b)	Mechanical (description and quantities)			
	1. Heating		$	
	(a) controls		$	
	2. Plumbing		$	
	(a) fixtures		$	
	(b) piping and fittings		$	
	3. Ventilation		$	
		Subtotal	$ _____	$ _____
(c)	Electrical (description and quantities)			
	1. New services		$	
	2. Main distribution panel		$	
	3. Sub panels		$	
	4. Lighting		$	
	5. Outlets		$	
	6. Inter-com		$	
		Subtotal	$ _____	$ _____
(d)	Code (description and quantities)			
		Subtotal	$ _____	$ _____
		TOTAL	$ _____	$ _____

Attach summary page for complete project.
Proposed life extension _____ years.
School Board Minute (Please quote exact wording)

APPENDIX "E"

SCHOOL MODERNIZATION (AESTHETICS) (6(B))

Cost Estimate Format

APPLICATION FORM "B"

SUBMIT APPLICATION FORMS AND ALL RELATED MATERIAL IN DUPLICATE

Date _____ 19 ____

_____ Div./Cty. No. _____ Dist. _____ No. _____

SCHOOL _____ Location _____

DATE OF SECTION 19 ___ (PROVIDE PLAN AND ELEVATIONS)

ITEM NO. 1

Existing (Describe)

Proposed Change(s)

Cost Estimate $ _____

ITEM NO. 2

Existing (Describe)

Proposed Change(s)

Cost Estimate $ _____

(If necessary add supplementary sheets to cover projects)
Proposed life extension _____
School Board Minute (please quote exact wording)

_____ _____ _____

Contact Person Phone Number Secretary-Treasurer

APPENDIX "F"

GOVERNMENT OF THE PROVINCE OF ALBERTA
DEPARTMENT OF EDUCATION
APPLICATION FORM "C"
BUILDING QUALITY RESTORATION PROGRAM

Submit Application Forms and all Related Material in Duplicate
Please refer to instructions on the back of this page

Date _____ 19 ___

_____ Div./Cty. # _____ Dist. _____ No. _____

School Name _____ Location _____

Submit separate application form for each school building on site. Fill in all columns.

Category No.	Proposal (Specific Details Required)	* Date Const.	Size or Quantity	Cost Estimate Append Breakdown

(if necessary add supplementary sheets to cover projects)

Capacity of School (Section 3 of School Buildings Regulations) _____

Enrolment of school as of September 30, 19 ___

Proposed life extension _____ years.

School Board Minute (Please quote exact wording)

_____ Contact Person

_____ Phone Number

_____ Secretary-Treasurer

APPENDIX "G"

INSTRUCTIONS

1. Applications to be submitted in metric.

2. Append in duplicate any details that may assist the School Buildings Board in fully understanding the proposal.

3. Sketch Plans of the entire school showing area involved must be attached.

4. Submissions under Category 1 (b) must be identified on an elevation of the area(s) involved.

5. Submissions under Category 4 must be documented by the pertinent Provincial Code Authority. Use application form "D".

6. Complete cost estimate details to be appended to the application form.

NOTE: Submissions not completed in detail will be delayed pending further clarification.

* Date of construction of that section of building in which the proposed project is being constructed.

APPENDIX "H"
GOVERNMENT OF THE PROVINCE OF ALBERTA
DEPARTMENT OF EDUCATION
APPLICATION FORM "D"
CODE REQUIREMENTS
CATEGORY 4
BUILDING QUALITY RESTORATION PROGRAM

Submit Application Forms and all Related Material in Duplicate
Please refer to instructions on the back of this page

Date_____ 19__

_____ Div./Cty.# _____ Dist. _____ No. _____

School
Name_____ Location_____

Submit separate application form for each school building on site. Fill in all columns.

Proposal (Specific Details Required)	* Date Const.	Size or Quantity	Cost Estimate Append Breakdown

(if necessary add supplementary sheets to cover projects)

Present Enrolment of school as of September 30, 19__ _____
School Board Minute (please quote exact wording)

_____ Contact Person

_____ Phone Number

_____ Secretary-Treasurer

APPENDIX "I"

INSTRUCTIONS

1. Applications to be submitted in metric.

2. Append in duplicate any details that may assist the School Buildings Board in understanding the proposal.

3. Append copy of code authorities report.

4. Append copy of plan of action for the correction of the deficiency (approved by the specific Provincial Department.)

5. Append drawing(s) showing location of devices being applied for.

6. Complete cost estimate details to be appended to the application.

Note: - Note applications under Category #4a., for Fire Prevention Branch will not be processed during the months of June, July and August.

- Submissions not completed in detail will be delayed pending further clarification.

- * Date of construction of that section of building in which the proposed project is being constructed.

- Any inquiries under Code Category No. 4, please contact:

Mr. T. Gough
Const. Inspector
School Bldg. Branch
427-7228

APPENDIX "J"

To: Director of Finance
Statistics and Legislation
Alberta Education
Devonian Building
11160 - Jasper Avenue
EDMONTON, Alberta
T5K 0L2

Form A0304-B.Q.R.P.(A)-81

APPLICATION FOR
B.Q.R.P. ADVANCES

(Submit only one form for each quarter

Following is a list of 19___ projects approved under the Building Quality Restoration Program for which we are applying for an advance.

Project No. Per Recognition of Need	School Name	Estimated Supported Amount Per Recognition of Need	Commencement Date

This advance is for the quarter (check one)

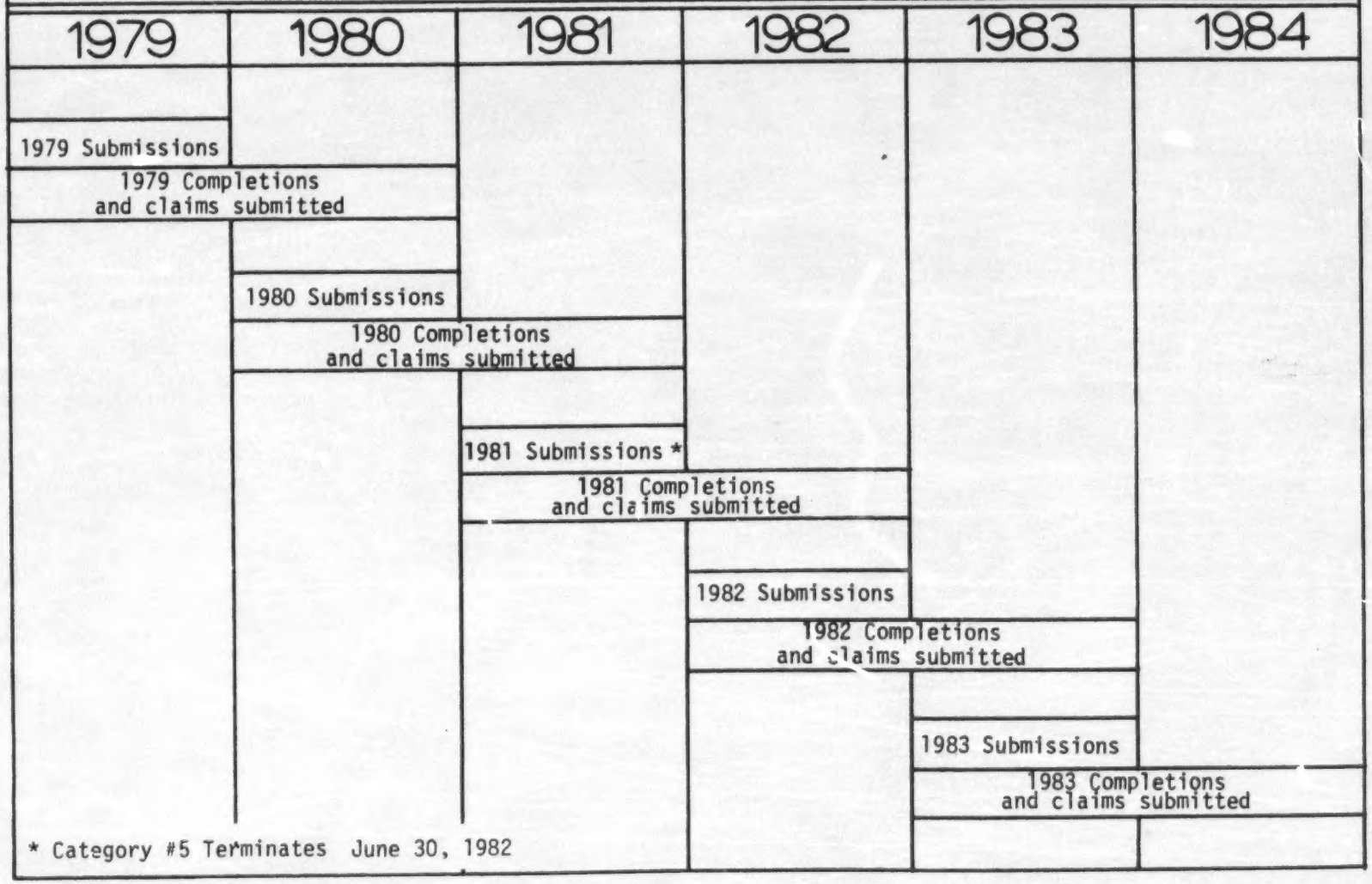
April 1 to June 30, 19___
July 1 to Sept. 30, 19___
Oct. 1 to Dec. 31, 19___
Jan. 1 to March 31, 19___

I_____ of _____
(Signature of Secretary-Treasurer) (Name of School Jurisdiction)

solemnly declare that work has commenced on the above noted projects, and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

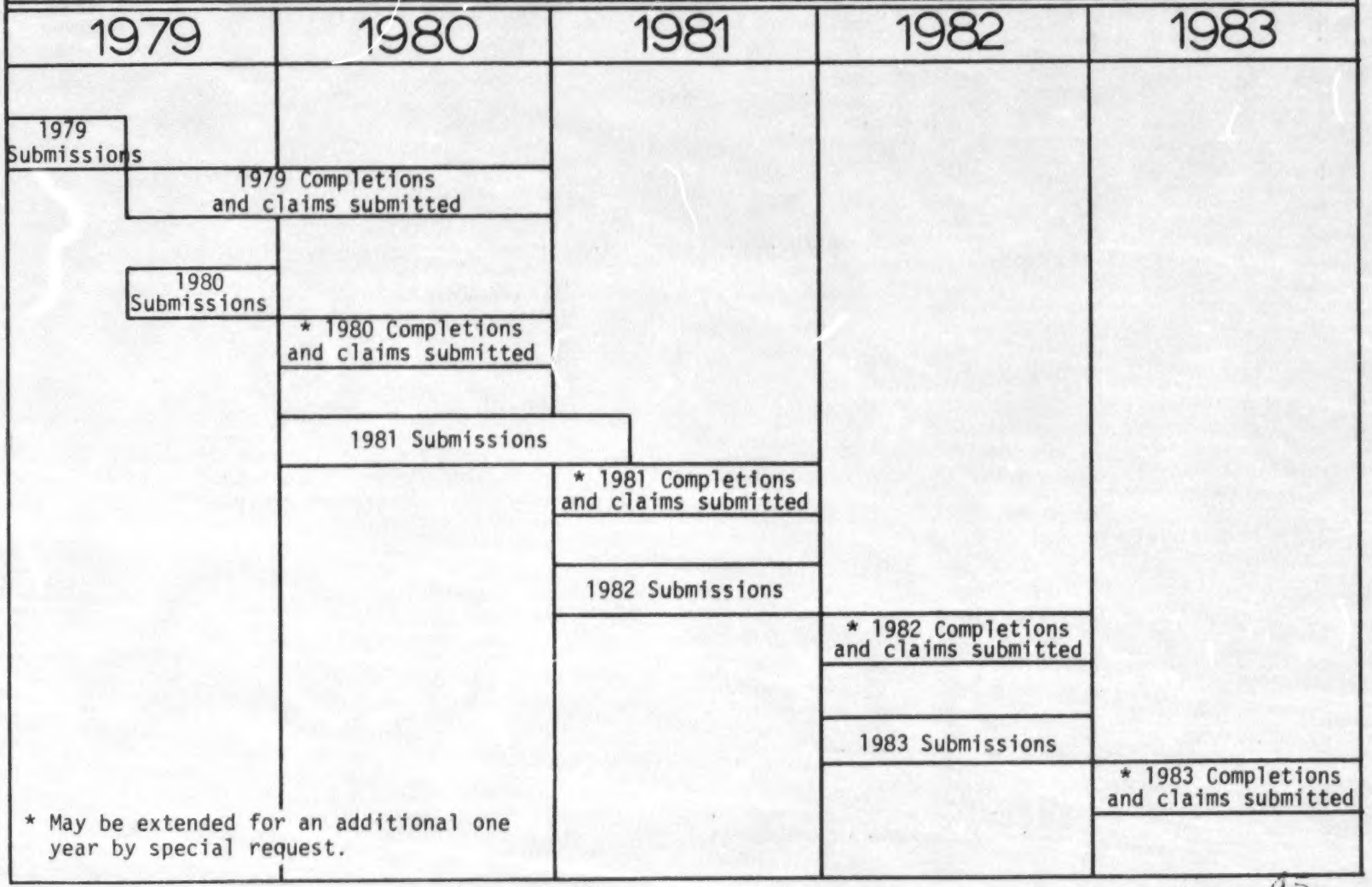
BQRP–5 Year Program

1979-1983

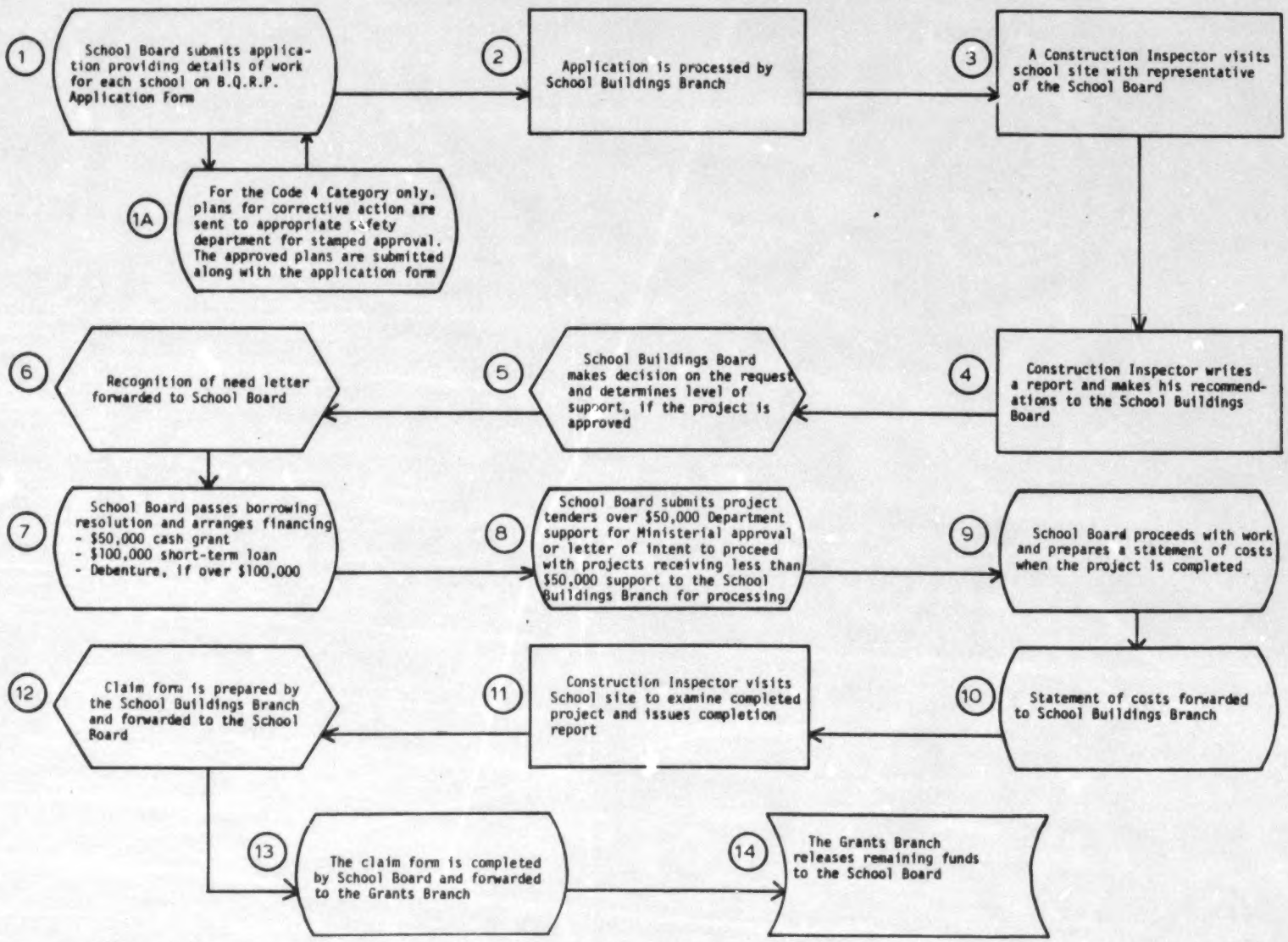


MODERNIZATION - 5 Year Program

1979-1983
CATEGORY 6



BQRP FUNDING APPROVAL FLOW CHART


1
School Board submits application providing details of work for each school on B.Q.R.P. Application Form
2
Application is processed by School Buildings Branch
3
A Construction Inspector visits school site with representative of the School Board
1A
For the Code 4 Category only, plans for corrective action are sent to appropriate safety department for stamped approval. The approved plans are submitted along with the application form
4
Construction Inspector writes a report and makes his recommendations to the School Buildings Board
5
School Buildings Board makes decision on the request and determines level of support, if the project is approved
6
Recognition of need letter forwarded to School Board
7
School Board passes borrowing resolution and arranges financing
- $50,000 cash grant
- $100,000 short-term loan
- Debenture, if over $100,000
8
School Board submits project tenders over $50,000 Department support for Ministerial approval or letter of intent to proceed with projects receiving less than $50,000 support to the School Buildings Branch for processing
9
School Board proceeds with work and prepares a statement of costs when the project is completed
10
Statement of costs forwarded to School Buildings Branch
11
Construction Inspector visits School site to examine completed project and issues completion report
12
Claim form is prepared by the School Buildings Branch and forwarded to the School Board
13
The claim form is completed by School Board and forwarded to the Grants Branch
14
The Grants Branch releases remaining funds to the School Board

APPENDIX "N"

DISTANCE (BY AIR) ALLOWANCES FOR B.Q.R.P. SUPPORT PRICES

0 - 40 kilometres	0% increase
40 - 120 kilometres	4%
121 - 200 kilometres	8%
201 - 280 kilometres	12%
281 - 360 kilometres	16%
Over 360 kilometres	20%

ADDRESSES OF FIRE PREVENTION BRANCH REGIONAL OFFICES

The regions are as follows:

All area North of and including

County of Parkland
County of Strathcona
County of Beaver
County of Minburn
County of Vermilion River
City of Edmonton

Mr. George Musa
Alberta Labour
Fire Prevention Branch
303 Princeton Place
10339 - 124 Street
EDMONTON, Alberta
T5N 3W1 (427 4853)

All areas South of and including
County of Wetaskiwin
County of Camrose
County of Flagstaff
Wainwright School Division

Mr. D. Thomas
Alberta Labour
Fire Prevention Branch
10th Floor, Ford Tower Building
636 - 7th Avenue, S.W.
CALGARY, Alberta
T2P 2Y5
(261 6317, 261 7318)

APPENDIX "O"